

**Employee Civil Rights**

**Investigator Checklist**

This checklist should be used by the investigator who is investigating allegations of civil rights discrimination and/or harassment against an employee as described in Nebo School District Policy GBEB, *Employee Civil Rights Discrimination and Harassment*. **Consult the policy as you investigate and follow the procedures as outlined**. The investigation file should be kept separate from personnel or student education files.

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| **Complainant:** | Enter name | **Respondent(s):** | Enter name |
| **Discrimination:** For allegations of discrimination, check the box(es) to indicate the basis of possible discrimination. |
| [ ]  Race/Color/National Origin | [ ]  Sex/Gender | [ ]  Sexual orientation | [ ] Gender identity | [ ]  Pregnancy |
| [ ]  Status as a Veteran | [ ]  Disability | [ ]  Religion | [ ]  Age |
| **Harassment:** For allegations of harassment, check the box(es) to indicate the basis of possible harassment. |
| [ ]  Race/Color/National Origin | [ ]  Religion | [ ]  Disability | [ ]  Age | [ ]  Status as a Veteran |
| **Briefly describe the incident(s) and evidence giving rise to this investigation:**Describe incident |

**Indicate the date on which each step of the investigation is completed**.

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| Date | Received notice of conduct or allegations (8.4.1.) |
| Date | Notified Civil Rights Coordinator or Human Resources Officer and other applicable district administrators (director, human resources, special education, etc.) (8.4.1.) |
| Date | Provided supportive measures / safety plan (if applicable) (8.4.5.) |
| Date | Placed respondent(s) on administrative leave (if employee, as applicable) |
| Date | Civil Rights Coordinator or Human Resources Officer meeting with applicable district administrators (8.4.2.) |
| Date | Investigator assigned (8.4.3.) |
| Date | Created investigation file (electronic and hard copy) (8.4.4.) |
| Date | Written complaint received or completed by investigator (8.4.6.) |
| Date | If possible criminal conduct, notify law enforcement (if applicable) (8.4.7.) |
| Date | If possible criminal conduct, notify complainant of option to contact law enforcement (optional) (8.4.7.) |
| Date | Preserved evidence (video, documents, physical, and electronic) (8.5.2.) |
| Date | Interviewed complainant (8.5.1.1.1.) |
| Date | Interview respondent(s) and gathered written response(s) (8.5.1.1.3.) |
| Date | Interview witnesses and gather written witness statements (8.5.1.1.4.) |
| Date | Complete written *Investigation Report and Decision* (8.5.4.) |
| Date | Written notice of investigation outcome sent to parties (8.6.) |
| Date | Delivered *Investigation Report and Decision* to applicable administrators |
| Date | Documented complaint and disciplinary action in SIS (if student) |
| Date | Remedied effects on complainant (if applicable) (11.4.) |
| Date | Disciplinary action imposed on respondent(s) (if applicable) (11.1. / 11.2.) |
| Date | Remedied effects on workplace environment (if applicable) (11.4.) |
| Date | Other recommendations completed (if applicable) |
| Date | Investigation closed |